Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130167-9

Classification

REPORTS INVENTORY

CONTROL NO. feeder report for DDS/OL/PD-14

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Contract Procurement Activity, Form No. 2936

2. TYPE OF REPORT: [X] STATISTICAL [ ] NARRATIVE [ ] MACHINE-NAME LISTING

3. FUNCTIONAL AREA: [ ] PERSONNEL [ ] TRAINING [ ] ADMIN. GENERAL; [X] LOGISTICS [ ] SECURITY [ ] OTHER (specify); [ ] MEDICAL [ ] FINANCE

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
Original & 1	Monthly	C/PD and OL/PD/GPS

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT
		YES	IF YES GIVE ADP PROCESSING NO.	
Form No. 2936	X	NO		OL/Procurement Notice No. 14, 19 & 26

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
OL/PD/GPB OL/PD/GPS	Informal Log

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-5/2	3.25		2		6.50		12		78.00
GS-8 /6	5.02		3		15.06		12		180.72

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR $258.72

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

[X] RETAIN AS IS [ ] CHANGE [ ] DISCONTINUE [ ] OTHER (explain)

ESTIMATED SAVINGS	
MAN-HOURS	DOLLARS
	STAT

16. DATE OF INVENTORY: 9/21/70

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

STAT

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Classification

(22-36-43)